

**ST MICHAEL’S**

**CHURCH OF ENGLAND ACADEMY**

**NURSERY PARENT HANDBOOK**

**St Michael’s Church of England Academy**
C/O The Language School

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 **FLOURISHING FUTURES**

**Welcome from Miss Tracey Cleverly, Trust Lead** 

**Dear Parents and Carers**

It is my pleasure to welcome you and your child to our family of schools, The Learning Academy Partnership (Trust). It is a privilege to welcome your child to St Michael’s C of E Academy.

Starting nursery, is an important step in your child’s journey through education and by working together we will be able to ensure that your child flourishes and has the very best start to their school life.

As a parent or carer, you can be assured that by choosing a school in the Learning Academy Partnership, you are joining a School Trust that constantly strives to provide children with the very best educational offer and experience. Your child will be cared for, inspired, and have fun through an exciting curriculum offer and they will be part of a community where they will achieve academic success.

As the Trust Lead, my role is to be accountable for ensuring that our schools provide an exceptional education experience for your child. I do this through ensuring that we seize all the benefits and opportunities that being part of Trust brings. By working together, as a large family of schools, we can achieve and offer so much more for your child than if we work alone.

The Trust began in 2012 and has grown to a large group of schools across Devon and Torbay. We are successful because we work together as a collective to serve our local communities and empower our children to be the best that they can be. We do this by offering you and your child remarkable leaders, teachers and staff who will ensure that your child has a flying start to their school life.

Schools in our Trust offer some of the highest outcomes in the country and our children make well above average progress throughout their time with us, which fully prepares them for their secondary education. Our children benefit from the fact that we are a National English Hub, which means the Department for Education recognises our expertise in developing reading and early language, every child in our Trust is a reader.

You can find out more about the Trust on our website: [www.lapsw.co.uk](https://lapsw.sharepoint.com/sites/Warberry-Admin/Shared%20Documents/Admin/Nursery/Templates/www.lapsw.co.uk)

We pride ourselves in being rooted in the communities that we serve. Each of our schools is unique and distinctive and we celebrate this through the education that your child will receive here at St Michael’s.

We are at the very beginning of the relationship that we will build with you as a parent or a carer and I encourage you to become involved in the school community, come along to parent events, and use your opportunity to give feedback and help us continually improve on what we offer your child.

Once again, I would like to thank you for trusting us with your child’s education by choosing a school within the Learning Academy Partnership family. We are committed to ensuring the very best for your child during their time with us in order that they have all the tools, opportunities and choices available to them when they take their next leap on their school journey, into secondary education.

**Tracey Cleverly**

**Trust Lead**

**MISSION,** **VALUES** **AND** **PRINCIPLES**

**Mission**

Flourishing Futures

(John 10:10 He came so that they may have life and live it to the full).

**Vision**

We will be an exceptional School Trust. We are committed to social mobility and a culture of belonging. We do this by investing in people enabling every child to be taught by the very best teachers so that we can achieve social change and all children flourish.

**Values**

**Empower:** We invest in each other and our communities.

**Excel:**We champion opportunity and equality for all and in all that we do.

**Together:** We are one team and we agree to work as one family.

**Our Beliefs**

We believe that:

**We are Stronger Together**: we deliver and achieve more than we could ever do individually.

**In a Sense of Belonging**: every member of our School Trust matters and knows that they belong.

**In Removing Barriers**: ensuring that where you begin does not limit your horizons.

**In Realising the Possible**: you cannot be what you cannot see.

**WELCOME FROM MRS EDWARDS, HEAD OF ACADEMY** 

Dear Parents

I’m delighted to welcome you to our school, and to the Learning Academy Partnership.  I believe that the choice of your child’s first school is the most important of all, and we are privileged that you have chosen to become part of our school family. As a new school we will be on an exciting journey together as the school grows year on year.

We pride ourselves on putting children first in every aspect of school life and to live out our school vision:

*‘The future we create every day’*

Our vision is to provide a happy, loving and nurturing environment where all have the confidence to fulfil their hopes and aspirations. Our inspiring, enriched curriculum promotes a thirst for knowledge and develops wisdom. We believe our children’s future is created every day. Every moment counts.

We share your aspirations for your child - and believe we can work with you to ensure that all of our children are given the opportunity to aim for excellence.  This of course includes our crucial partnership with you as parents and carers.  We recognise that education is a joint effort between home and academy, and communication between the two is a key strength, resulting in the strong, warm relationships we enjoy across the school family and the Trust family.

If you ever have any queries or concerns please do not hesitate to contact us.

I am excited to welcome you and your child to our school family.

Yours sincerely,

Mrs Edwards

Head of St Michael’s Academy

**WELCOME TO ST MICHAEL’S CHURCH OF ENGLAND ACADEMY**Proud to be part of the Learning Academy Partnership

Together we are committed to the life chances of all children and we firmly believe that by working together, supporting and challenging each other, sharing outstanding practice, and resources, all children can excel and will receive the best that our education system has to offer.

* We aim to provide a caring, disciplined and stimulating learning environment, in which our children can feel secure, happy and proud. We foster and encourage an ethos respecting the spiritual and moral values of others.
* We respect every child and are committed to nurturing every aspect of his or her development – intellectual, creative, emotional, physical and spiritual. We will ensure the safety of every child and will promote opportunities to adopt a healthy and active lifestyle.
* Our drive to develop each child’s potential, accessed through the provision of a broad and balanced curriculum, is underpinned by our commitment to continually improve achievement in the basic skills.
* We offer an inclusive curriculum to ensure that each child’s learning experience offers maximum opportunities for excellence, enjoyment, personal development, respect for self and others. Our aim is for children to become successful learners, confident individuals and responsible citizens to enable them to make a positive and economic contribution to society.
* We value our partnership with parents and the community. We will constantly strive for opportunities of working together to offer our children the best possible opportunities to equip them for lifelong learning.

**CHURCH STATEMENT**

The Trust Board aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.  This will be explicit in Church schools.  It encourages an understanding of the meaning and significance of faith,and promotes Christian values through the experiences it offers to all its pupils.

**Our mission statement,** through our core values of **Forgiveness**, **Honesty**, **Love**, **Respect**, **Service** and **Thankfulness** is to:

* Live and experience our values at the heart of all we do
* Encourage an understanding of the meaning and significance of being part of a faith community through the experiences we offer
* Achieve **‘Excellence for All’**: Wanting the best for everyone
* Work in partnership with each other, with home, church and the wider community

**Settling in**

We invite all our new starters to join us for a stay and play session before they start in the Nursery. These sessions last an hour and give your child an opportunity to familiarise themselves with the Nursery provision and meet some of their new friends! We prefer children to stagger their start, staying for two hours on their first day and building up over the week to attend their full sessions. We appreciate this isn’t possible for every family, due to work commitments and your child can attend their full session from their first day if necessary.

After the stay and play we can discuss any further support that might be needed with transition into starting Nursery and it is an ideal opportunity for you to discuss any collection arrangements or concerns / celebrations regarding your child.

Children who arrive late can feel very unsettled so please make sure your child arrives at the Academy on time.

**Opening Hours**

Early Morning session: 8.30 – 09.00 (1/2 Hour)

Morning session: 9.00 – 12.00 (3 Hours)

Afternoon session: 12.00 - 3.00 (3 Hours)

**Academic Dates**

|  |  |  |
| --- | --- | --- |
| **Autumn Term 2021**Start: 6 SeptemberHalf Term: 25 – 29 OctoberEnds: 18 December | **Spring Term 2022**Start: 4 JanuaryHalf Term: 21 – 25 FebruaryEnds: 8 April | **Summer Term 2022**Start: 25 AprilBank Holiday: 2 MayHalf Term: 30 May – 3 JuneNon Pupil Days: 6 June – 10 JuneEnds: 26 July |

**Your Child’s learning**

Our aim is for children to become successful learners, confident individuals and responsible citizens.

We aim to develop a broad and balanced curriculum to stimulate your child to acquire knowledge and develop individual skills. We see the unique child and we actively help them to grow and develop into capable, confident and self-assured individuals. Every child is constantly learning in a rich environment both indoors and outdoors with stimulating resources to excite them and ignite their learning.

Children’s achievements are celebrated and everyone enjoys success and praise regularly during their time at St Michael’s C of E Academy. We encourage children to become independent and confident.

We develop each child on their own unique learning journey and help teach, model, guide and challenge each child where appropriate to ensure every child reaches their personal potential. Our children are constantly reaching for the stars and learn they can achieve anything they set their minds to. We learn in a fun, practical, purposeful and playful way so learning is fun and relevant to the world and the children are encouraged to explore and take initiative in their own learning.

**Play Provision**

We aim to plan purposeful and practical play opportunities to move learning and development forward. We work with planning around the children’s key interests and we plan exciting provision inside and outside to meet the needs of all children against the Developmental Matters Framework of the Early Years Foundation Stage Curriculum.

All learning activities will be planned after careful observation of the needs and interests of the children. We plan a mixture of adult led activities and child initiated play, based around a central theme along with structured planning will provide a next step to each child’s development to move their learning forward through play.

**A Strong Partnership with Parents is Crucial to your Child’s Success**

There will continue to be many ways that you can support your child in their learning once they have started school.

We are keen to build a strong partnership between yourselves as parents and all the staff involved in the care of your child. We value the support that parents and families provide from home. It enriches your child’s learning and helps them achieve the best that they can.

Your child will have an Interactive Learning Diary (ILD) called Tapestry which can be used as a means of sharing your child’s successes both at home and school. We will add observations of the children which will give you an insight into what they are learning at school and highlights your child’s learning and development throughout the Nursery & Reception years. We love to hear how you are getting on with your learning at home and encourage parents to add comments and photos to Tapestry.

**Weekly Class Newsletter**

The weekly class newsletter gives you information about what the children have been learning each week as well as future events and outlines their home learning. We do not set formal home learning in EYFS, we link activities to what the children are learning and make them meaningful to the children and relevant to what they are doing in class.

**What can I do to help my child with their reading?**

* Share books together regularly. Help your child to choose exciting, attractive picture books. Make this time very special in a cosy atmosphere.
* Point out words all around you - look at signs in supermarkets, shops, on posters etc.
* Say nursery rhymes together.
* Help your child to recognise their name.
* Let your child see you enjoying various types of reading.
* Write things with your child and encourage them to read it back to you e.g. the writing of your shopping list etc.
* Share tape/CD stories and books.
* When looking at letters focus on the sound they make rather than letter name.

 **How can I share a book with my child?**

* Show your child how to hold a book properly.
* Before reading the story, get a “feel” for the story by talking about the cover.
* Look at the illustrations and talk about them. This will help your child to understand what the story is all about.
* Let your child hold the book and turn the pages.
* Don’t worry about reading a story many times if you both enjoy it. This will help your child to remember the story and recognise some of the words.
* Allow your child to “read” the book to you by talking about the pictures.
* Read books with catchy rhymes.
* Reading exciting stories will encourage your child to find out what happens next.

**What can I expect from my child’s writing?**

* Help your child by giving lots of opportunities to draw, colour and experiment using all kinds of stationery and materials as this will aid your child's enjoyment in the activity.
* Writing need not be sitting at a desk with pen and paper at such a young age but instead engaging with physical involvement of activities such as drawing on an outdoor floor with chalk or water.
* Offering a purpose for writing can also be a good motivator, for example, writing a letter to relatives or friends can be very exciting especially if your child receives a reply!
* Allow your child to experience writing unaided. This “writing” will normally only be mark making (lines and squiggles!) but your child will know what they have “written” and this should be valued.
* Encourage your child to tell you about their writing and be active in demonstrating the writing process. Mark making is the beginning of the writing process and can be made fun in a wide variety of ways using a bit of imagination!
* It is important that good writing habits are established at an early stage. If your child wants to write their name then this is an excellent skill to promote in the lead up to starting school, however remember that the only capital letter should be the first letter.
* You can try and promote good, clear handwriting by teaching your child where each letter should start and finish.

**How can I support learning in Mathematics?**

Mathematics is all around us and there are many things that you do during the day that can encourage your child to count, recognise numbers, measure and look at colours, shapes and patterns:

* Counting rhymes are great fun and contribute to other areas of learning.
* Spot numbers as you walk along e.g., door numbers and number plates.
* Who can count to the biggest number? Count the number of steps to the car, home, end of the road.
* Count apples when you buy them in the shop
* When out shopping ask children to think about which costs more and which costs less.
* Can you share the Lego bricks equally between your soft toys? Can you make sure teddy has more and doggy has less – tell me how you will do this?
* How many forks will we need to set the table? Will we need more, less or the same number of knives?
* Look for shapes all around the house and notice the patterns in material, wrapping paper etc.
* You could even practice writing numbers!

**Healthy Eating**

We are very proud that our Academy promotes healthy eating. Children will be supplied with a piece of fresh fruit on a daily basis and milk and water is available to drink.

Children are encouraged to try the different fruit and vegetables and we find that even the fussiest eaters enjoy eating fruit and vegetables along with their friends and they know it will make them fit, strong and healthy!

**Toys**

Please do not let your child bring in toys from home to the Academy. There will be special occasions when children can bring in a toy and parents/carers will be notified of this.

**Payment Policy**

**Fee Structure**

We offer free funded places for 2 year olds subject to eligibility. For 3 and 4-year-old children the first 15 hours will be free (under the Early Years Entitlement Scheme) unless the child’s entitlement is being claimed within another provision. There are additional free hours available for some, depending on eligibility; you can make your application through <https://www.childcarechoices.gov.uk/>, an online system operated by HMRC.

If you are entitled to 30 hour funded sessions, you can choose a flexible arrangement (subject to availability).

Additional charges for any sessions not covered by your free entitlement will be made as detailed below

|  |  |
| --- | --- |
| **Additional Service** | **Cost (£)** |
| Additional Hours above funded hours or fully paid sessions for 2 year olds | £4.20 per hour |
| Additional Hours above funded hours or fully paid sessions for 3 & 4 years olds | £4.00 per hour |

All charges are subject to annual review and any increases will take effect from 1 September in any year.

**Payment**

Sessions which are to be paid for will be invoiced to the parent via FAMLY. Invoices will be issued in advance and **MUST** be paid by the first working day of the month. All fees are inclusive of a snack of fruit and milk or water. There will be no charge for bank holidays or the weeks that the nursery is closed for school holidays. Payments can be made via Banks Transfer. Please contact the office who will give you the bank details.

There will be no reduction for holidays or absences taken in term time and fees are non-refundable.

**Late or Non-Payment of Fees:**

If payment is not made by the due date, a reminder will be sent to the parent/carer by text message. If payment is not received by the third working day, paid services **WILL** be withdrawn and an administration charge of £10 will be made. If this is the case, the child will not be allowed to attend those paid sessions until the payment is received in full or an appropriate payment schedule is agreed. Payment schedules will only be agreed in exceptional circumstances.

**Attendance**

Developing good attendance patterns ‘early on’ gives your child a head start and sets them up for the future. ‘Failure to attend school regularly later on can have a major impact on young people’s education, their future and their life chances’

St Michael’s C of E Academy encourage regular attendance by:

* providing a caring and welcoming learning environment and learning that is such fun so that children will not want to miss it.
* responding promptly to a child’s or parent’s concerns
* marking registers accurately and punctually during morning and afternoon registration.
* celebrating good and improved attendance.
* monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with families if necessary.

**We expect that you will:**

* ensure that you contact the academy office whenever your child is unwell and unable to attend;
* contact us promptly whenever any problem occurs that may keep your child away from Nursery.

**Sickness**

Parents and carers should keep a child at home if they are too unwell to attend. If a child has vomited or has diarrhoea they should be kept at home for 48 hours after the last bout. Children prescribed antibiotics will be excluded for the first 24 hrs.

Parents are required to report recent illness to the nursery staff. We will contact parents without delay if your child becomes unwell to prevent cross infection to the others. Parents can obtain a list of communicable diseases and recommended exclusion periods from nursery. Fees will still be charged because costs, including staffing, still have to be covered.

**Late Collection of a child**

If a parent or carer is going to be late collecting a child it is vital to let us know as soon as possible. We understand that sometimes there are unavoidable delays, but it can be distressing for a small child to be left, even for five minutes, after the other children have left. They become anxious that they have been forgotten or that something has happened to the person collecting them. We are prepared to support occasional lateness but in order to discourage persistent lateness a charge of £5 for every 10-minute period following notice that a charge may be made, will be incurred.

**Notice Period**

If a parent or carer wishes to withdraw the child from the nursery a minimum of four weeks’ notice in writing must be sent to the Academy Office. Fees or charges incurred for extra sessions in the notice period will be due before the child leaves

**Communication**

We believe that parents, children and teachers should all work together in partnership. Two-way communication is very important. There are various ways by which information is sent from Academy to home, the main one being via email.

You can also visit our website[**https://stmichaels-lap.co.uk/**](https://stmichaels-lap.co.uk/)which contains much of this information. You will be able to access the weekly class newsletters and monthly newsletters and more.

Another way information is sent home is via the Academy book bag :-

* Your child’s reading books for daily sharing
* Letters giving information/requesting help, e.g. visits, Summer Fair, PTFA events, etc.
* Library books

The Admin team should always be your first point of contact.

**Academy Payments**

We are now a ‘cashless’ academy where we encourage parents to pay via Bank Transfer. Please contact the office who will be able to give you the bank details so that you can make payments for Trips, Nursery Fees and lunches.

**Inclusion**

We pride ourselves on being an inclusive Academy and the inclusion principles in our policy are embedded in the daily life and management of the Academy. Parents and carers are very important to the Academy and we value their contribution in many ways. Your views and ideas for improvement are welcomed at PTA meetings, as well as through questionnaires and surveys. Parents are encouraged to be involved in all Academy activities irrespective of class, religion, disability, gender or race.

**Family Support Team**

We value our relationships with parents and understand that sometimes parents, as well as children, need support. We have a Family Support Teams across the Trust available to help and signpost parents when they join the Academy family.

**Confidentiality**

Our Code of Conduct policy provides guidance and information on confidentiality procedures within the Academy and Trust for staff, children, parents, trustees and visitors. This document is available from the office or electronically upon request. Our policy reflects our ethos and encourages the following values: respect for others, responsibility for one’s own actions.

We always strive to operate in a way that respects every individual and the family’s right to privacy. All our staff and visitors are therefore expected to work within the guidelines of this policy which promotes confidentiality.

**Data Protection**

The Academy is committed to a policy of protecting the rights and privacy of individuals, including pupils, staff and others, in accordance with the General Data Protection Regulation 2018.

The Academy needs to process certain information about its staff, pupils and other individuals with whom it has a relationship for various purposes such as, but not limited to:

* to support our pupil’s learning
* monitor and report on their progress
* provide appropriate pastoral care
* assess the quality of our services
* to ensure proper management of school trips and afterschool clubs and activities
* to promote and protect health and safety
* to enable individuals to be paid
* to assist with the continuing development of our recruitment and retention policies and practices
* to develop our understanding of our workforce and how employees are deployed

For full information please refer to the Fair Processing Notice in your Induction pack. The Fair Processing Notice is regularly updated and can be found on are website :-

 [Fair-Processing-Notice-Privacy-Notice.pdf (lapsw.co.uk)](https://www.lapsw.co.uk/wp-content/uploads/2018/11/Fair-Processing-Notice-Privacy-Notice.pdf)

**Contact Information**

It is very important that the academy has up to date and accurate personal data. This information includes but is not limited to: -

* address
* email
* telephone numbers
* emergency contact details and telephone numbers

The academy sends out a Data Collection form annually but if there are any changes please advise the academy office.

Please remember to contact the class teacher or academy office if collection arrangements change and another responsible adult collects your child at the end of the day.

**PARKING AND ROAD SAFETY**

**Please always park considerately and safely.**

Where possible we ask families to walk to school, but if you need to drive please park considerately and safely, thinking about the children and the local residents. Our Community Police Officers regularly patrol and you may well get a parking ticket if you park illegally - you will certainly endanger children.

**General Safety**

**Site Safety:** The proper use of the playgrounds and play equipment is important. We would ask parents not to allow their children to use the playground equipment before or after school.

Please do not bring dogs into the playground, or tie them up near the gates where parents and children are coming in and out.

**Playing football:** This is not permitted in the playgrounds at the beginning and end of the Academy day as it presents risks in such a small space.

**Jewellery:** In the interests of safety please could you make sure that items of jewellery are not worn for school. Children are physically very active and nasty accidents can result from earrings, rings and necklaces becoming caught or pulled. Watches can be easily lost or damaged.

**Long Hair:** In the interests of health and safety please could you make sure that if your child’s hair is long it is tied back during the Academy day.

**Sun Safety:** The prime message for children and staff is **stay out of the sun as much as possible. Cover up with clothing and hats. Use high factor sun block.**

Children and staff should use a high factor sunscreen on any exposed skin, particularly the ears, neck and face even if hats are worn.

Sunscreen should be applied by parents at the beginning of the day. Staff cannot be responsible for applying sunscreen unless there is a medical condition.

**Behaviour**

Our Academy is a community where we believe that behaviour is based on mutual respect, courtesy and consideration for others. We expect all children to appreciate their own and others roles and responsibilities. We have an agreed Positive Behaviour Policy, which is available online :-

[ACA004-Positive-Behaviour-Policy-2021-2022.pdf (lapsw.co.uk)](https://www.lapsw.co.uk/wp-content/uploads/2018/11/ACA004-Positive-Behaviour-Policy-2021-2022.pdf)

**Safeguarding/Child Protection**

The Academy has a duty to ensure that all parents understand our responsibility to safeguard the wellbeing of all pupils, and that this responsibility requires us to have a Safeguarding and Child Protection policy and procedures. Through this handbook all parents will be made aware that if there are concerns about a child, the Academy may make a direct referral to the statutory child welfare agencies and/or Social Services.

**Health Issues**

**Emergencies:** It is essential that the Academy is kept informed of any changes of address or telephone number. Please ensure that the Administrator has a number where a parent or nominated person can be contacted during the day**.** It is very distressing for your child if we are unable to contact anyone in cases of sickness or injury.

If a child is hurt during the day they will receive basic first aid treatment and a telephone call will be made if it is a head injury. Ice packs may be applied and antiseptic wipes. Please let the office know if your child has any allergies i.e. plasters etc.

**Medicines:** If your child has a chronic condition, such as asthma, please let us know and advise us about the medication and complete an ‘Administration of Asthma Inhalers in Schools’ form from the Academy office. If a doctor has specifically requested that medicine for any other condition should be administered during the day, please see the Administrator. You will be asked to complete a consent form. Do not send medication into the Academy in your child’s book bag. Throat lozenges, cough sweets, etc. should not be sent into school.

Please remember to let the office know if there is any change to your child’s medication.

**Illness and Absence:** We know that children very often want to come to school even if they are not really well enough to cope with the demands of the day. Please let them stay at home for 48 hours after any attacks of vomiting or diarrhoea. If your child has been prescribed antibiotics, it means they have an infection and may need time at home for the medication to take effect. If your child is well enough to attend school and has been prescribed medication, the office staff can administer the medication if you complete the necessary paperwork.

Please phone the Academy by 9am if your child is not coming into school. On the day your child returns, please send in a note explaining all the absence dates. If your child is absent for three days or more a doctor’s note or medical evidence will be required.

**Spare Clothes:** We have a small supply of spare clothes for children for those little accidents which sometimes occur. We would ask you to wash and return any borrowed items as soon as possible.

**Head Lice:** Information is available regarding identifying and eradicating the little beasts. If your child is unlucky enough to pick up head lice (and it happens to us all at some time or other) please treat them straight away. If head lice are detected during the school day, you will be asked to collect your child, treat the head lice and then your child can return to the Academy.

**Food and Drink in Academy**

**Water:** Following research showing the beneficial effects of water on health and brain activity, we actively encourage the children to keep up their water intake. Children are encouraged to bring in a named water bottle every day. These are kept in the classroom for easy and frequent access. Bottles are taken home at the end of the day to be washed, refilled and returned. There are water dispensers on the Academy premises.

**Fruit:** As part of the ‘Fruit for Schools’ scheme the children are offered a piece of fruit each day. The fruits on offer can include bananas, satsumas, apples pears, strawberries, tomatoes and carrots.

**Milk:** This is available to every child and is free to children under the age of five. The supply and administration is dealt with by Cool Milk at School Ltd.

**School Meals**

Your child may be eligible under the current free school meals scheme and it is very important that we are able to identify these children. This is because each child registered under the free school meal scheme attracts valuable funding to support the children. £1,320 for each eligible primary-aged pupil will be allocated in the next school year in additional funding.

If your child is entitled to a FSM and attends Nursery for both before and after lunch sessions, a free school meal can be provided. The same [benefits criteria](http://www.torbay.gov.uk/schools-and-learning/fsm/) apply to Nursery school children as apply to children in school.

We therefore ask that you complete the Free School Meals and EYPP. Alternatively you can apply on the Torbay Council website.

Registered Nursery children who do not meet the eligibility criteria for free school meals can pay for a school lunch or bring a packed lunch or have a mixture of both during the week.

We strive to encourage all children to choose and eat healthy foods. We do not allow chocolate bars, sweets, or fizzy drinks.

<https://www.torbay.gov.uk/schools-and-learning/fsm/>

Completion of the form may bring valuable funds into your child’s school so it is essential that a form is returned for every child. Please contact the academy office if you have any questions. Every claim is dealt with the utmost confidentiality.

Lunches will be provided by Dartington C of E Academy, one of our academies within our trust. Children can choose from a variety each day, including a vegetarian option. Menus are available from the office or on the website. The office should be notified of any special dietary requirement.

**Packed Lunch**
Children are welcome to bring packed lunches.

**Treats**
As we sometimes have children in school with food allergies please do not send in sweets / cakes / chocolates for birthdays or treats or check with your class teacher.

The Academy understands that some children have special medical needs and/or dietary requirements which fall outside our normal policy and the Head of Academy will discuss the needs of these children with parents on an individual basis.

**Parent, Teacher & Friends Association (PTFA)**



This has a valuable role in the life of the Academy. All parents are automatically members of the PTFA whilst their children attend St Michael’s Church of England Academy and are welcome to attend any meetings.

The PTFA meet on a regular basis and give parents the opportunity to become involved with the Academy and meet other parents. These meetings, which are friendly and informal, give parents the opportunity to find out more about what is going on in school, share ideas and issues.

A wide range of social and fund raising events are organised by the PTFA. Activities include non-uniform days, cake sales and the main fundraising events of the year, the Summer Fair and the Christmas Fair. Money raised by the PTFA provides additional resources for the Academy.

Volunteers are needed at all stages of events which is great fun for everyone. Please contact the school office if you would like to join the PTFA.

**Educational Visits & Events**

The curriculum is supported and enriched by a planned schedule of events and outings and we encourage the children to learn from first-hand experience. We therefore on occasions, will organise an offsite activity for the children, related closely to the work they are doing in the classroom. Often, the visit will entail a short walk around the local area, and we ask parents to complete the Parental Permission slip for Offsite Activities when they are admitted to St Michael’s Academy.

On occasions, the trip may be further afield. We will always notify parents of such trips, and a permission slip will be sent home seeking parent’s permission (TS0E3). We will require additional consent for all residential trips, adventure activities and trips/activities taking place outside of the academy day.

**Charging for activities**

We aim to provide activities that build on the subjects of the National Curriculum and are important to pupils’ experiences. The Academy does not receive extra funding for these activities and may ask parents for a voluntary contribution for activities such as educational visits, visiting speakers and entertainers. No child will be excluded from such activities if a contribution is not received, but the visit may be cancelled if insufficient voluntary contributions are received. If there is a specific reason you are unable to make a contribution and you would like to discuss this with the Head of Academy, please feel free to make an appointment to do so.

If there is a small profit of less than £2 per child, this will be used to subsidise future activities. If a profit greater than £2 is made, we will inform you and you can decide whether you would like a refund.

**UNIFORM**

The governors, staff and parents at St Michael’s Church of England Academy place great emphasis on high standards. Our drive to realising these standards encompasses all aspects of school life; teaching & learning; relationships; behaviour and dress code, etc. Wearing of the correct school uniform is essential. The support of parents is very important in this. It is very important that all clothing is clearly labelled. Uniform is available online from our online suppliers Price and Buckland at <https://www.pbuniform-online.co.uk/stmichaels>



|  |  |
| --- | --- |
| **Boys’ Uniform** | **Girl’s Uniform** |
| * Grey trousers or shorts
* Navy, grey or black socks
* Red sweatshirt with school and Trust logo
* Red polo t-shirt
* Sensible black outdoor shoes – TRAINERS ARE NOT PERMITTED
 | * Grey skirt, trousers or pinafore
* White or blue socks
* Black or red tights
* Red and white checked dress (summer)
* Red sweatshirt with school and Trust logo
* Red polo t-shirt
* Sensible black outdoor shoes – TRAINERS ARE NOT PERMITTED
 |
| **Jewellery**As it can be a health and safety risk, we do not allow children to wear jewellery. However the following is acceptable:* A medical alert bracelet
* No more than one stud in each ear

Artificially brightly coloured or bleached hair is **not** permitted. All long hair must be tied back using school friendly, discrete accessories.**Toileting****2 Year Olds**Families must provide enough nappies and wipes for their child for their session. Children will be changed regularly throughout the day, in the morning, after lunch and in the afternoon as a minimum and as necessary if a child is wet or soiled. Our families will be supported during the toilet training period and potty’s are available for children who are ready.**3 Year Olds**We expect our older children to be toilet trained; however, we accept there may be exceptional circumstances. If a child does need support, we will draw up an Intimate Care Plan to support the child in the toileting process. **All parents are asked to provide a change of clothes in a plastic bag for their child. This should include a top, pants, bottoms, and socks. Please make sure child’s name is on all items of clothing and plastic bag. We also ask that children have a packet of wet wipes in their bags.** |

**Staff Ratios**

The requirements for staff ratios are followed strictly and in compliance with OFSTED regulations. Children attending the Nursery are between the ages of 2 years – 4 years.

All members of staff are carefully supervised by our experienced senior management team. Each member of staff has a Disclosure Barring Service check in place and under no circumstances are unqualified or unchecked staff left on their own with children.

St MIchael’s C of E Academy practices “Safer Recruitment” procedures and scrutinise references and carry out suitability checks for all new staff, trainees or volunteer

**TELL US WHAT YOU THINK – COMMENTS, COMPLIMENTS AND COMPLAINTS**

If you require clarification on any issue or if you have a particular concern, please contact the school. Very often a simple explanation can unravel the most difficult issues and we know that despite our best intentions and hard work from time to time things can go wrong. Usually you will wish to see the class teacher, but you may wish to see a Senior Leader or Head of Academy. In any event you should contact the office in the first instance and the necessary arrangements can then be made.

We welcome your comments on how we can improve our school and your compliments let us know when we are getting things right. It’s good to be able to tell staff that they are doing well and for them to know that their hard work is appreciated.

|  |
| --- |
| **PRIVACY NOTICE** *for Pupils in Schools, Alternative Provision and Pupil Referral Units* *and Children in Early Years Settings*for Learning Academy Partnership (South West)incorporating:All Saints Marsh Church of England AcademyAll Saints’ Thurlestone Church of England AcademyCharleton Church of England AcademyDunsford Community AcademyEllacombe AcademyIlsham Church of England AcademyLittle Stars Childcare CentreSt Michael’s Church of England AcademyWarberry Church of England AcademyWest Alvington Church of England Academy  |

**Privacy Notice - Data Protection Act 1998**

We, the Learning Academy Partnership (South West), are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you and your child from their previous school and the Learning Records Service. We hold this personal data to:

* Support your child’s learning;
* Monitor and report on your child’s progress;
* Provide appropriate pastoral care, and
* Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information**[[1]](#footnote-2)** and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. *If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.*

**In addition for Secondary and Middle deemed Secondary Schools**

*Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services’ role.*

*However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service.* This right transfers to you on your 16th birthday. *Please tell* **the school office***if you**wish to opt out of this arrangement. For more information about young people’s services, please go to the National Careers Service page at* <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

***We will not give information about you to anyone without your consent unless the law and our policies allow us to.***

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

If you want to receive a copy of the information about you that we hold or share, please contact the school office.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/b00212337/datause>

<http://www.torbay.gov.uk/index/education/schools/fair-processing.htm>

If you cannot access these websites, please contact the Local Authority or Department for Education:

* School Improvement

Torbay Council
Tor Hill House
1st Floor South
Torquay
TQ1 3DR
01803 208916

* Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: [www.education.gov.uk](http://www.education.gov.uk)
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288
* Devon County Council
County Hall
Topsham Road
Exeter
Devon
EX2 4QD
Telephone: 0345 155 1015

**HOME ACADEMY AGREEMENT**

This statutory document sets out the aims and values of all of our school and what is expected from the parents and children. All parents and children are asked to read and sign the Home Academy Agreement document.

*Children will always achieve more when schools and parents work together.*

The school aims to serve its community by providing an education of the highest quality and offering pastoral support and guidance for our whole school community.

**This document sets out the aims of the school.  To support and realise the school aims this document states the agreement between the school, parents and pupils. Once you have read this agreement you need to sign the declaration in the Registration Handbook.**

**MISSION,** **VALUES** **AND** **PRINCIPLES**

**Mission**

Flourishing Futures (John 10:10 He came so that they may have life and live it to the full).

**Vision**

We will be an exceptional School Trust. We are committed to social mobility and a culture of belonging. We do this by investing in people enabling every child to be taught by the very best teachers so that we can achieve social change and all children flourish.

**Values**

**Empower:** We invest in each other and our communities.

**Excel:**We champion opportunity and equality for all and in all that we do.

**Together:** We are one team and we agree to work as one family.

**Our Beliefs**

We believe that:

**We are Stronger Together**: we deliver and achieve more than we could ever do individually.

**In a Sense of Belonging**: every member of our School Trust matters and knows that they belong.

**In Removing Barriers**: ensuring that where you begin does not limit your horizons.

**In Realising the Possible**: you cannot be what you cannot see.

**THE FAMILY WILL**

* Promote and support a positive attitude towards learning - this is the greatest gift that you can ever give to your child! Praise their efforts and encourage them to always try their best. Show your child how much you value their learning and they will exceed all expectations.
* Place emphasis on the enjoyment of reading together every day throughout your child’s time at primary school.
* Ensure your child attends regularly, call the school each morning they are unwell and provide a note of explanation or medical evidence when your child returns.  Aim to ensure that attendance always remains above 95%.
* Support the school’s attendance policy by NOT booking holidays during term time.
* Make sure your child arrives at school on time and is collected promptly.
* Attend Parental Consultations to discuss your child’s progress each term.
* Send your child to school equipped for working with the appropriate books and writing implements.
* Support the school’s dress code and send your child to school wearing appropriate uniform and footwear, having specialist clothing for specific subjects e.g. apron for art, games kit for P.E.
* Support the school’s Positive Behaviour Policy including additional meetings with staff if deemed necessary and engage with extended support and guidance to support your child’s needs.
* Where possible provide a suitable learning environment to support your child with home learning and other opportunities for home learning.
* Ensure as far as practical not to expose your child to films or computer games that are rated by PEGI above their age.
* Use the internet and social media responsibly and safely in relation to the school, other parents and pupils.
* Support the school’s Healthy Eating policy by providing fresh water daily and a fruit snack.
* Treat all staff courteously and with respect.
* Prepare your child adequately for school to enable them to cope with everyday activities i.e. toileting, dressing, using cutlery.
* Inform the school of any change in personal circumstances that could impact upon your child’s performance or emotional well-being.
* Read the newsletter and respond to any reply requests promptly.
* Ensure you share all current and accurate contact details with the school to ensure excellent communication regarding your child.

### THE SCHOOL WILL

* Promote a caring community ethos.
* Value and respect children as individuals.
* Provide a safe and appropriate learning environment.
* Procure the best resources and opportunities available for all children.
* Provide a curriculum of the highest calibre aiming to support children to become successful learners, confident individuals and responsible citizens.
* Inform families about the curriculum opportunities that the teachers aim to teach the children each term.
* Recognise and celebrate effort and achievement.
* Foster good standards of behaviour.
* Encourage children to do their best at all times and give them feedback on their progress and achievements.
* Encourage children to take care of their surroundings.
* Inform parents of their child’s progress at regular meetings.
* Inform parents if their child is involved in any specific incidents/accidents within the school as soon as possible.
* Consult with parents about any changes of performance, behaviour and emotional well-being.
* Be available to discuss any parental concerns.
* Provide sufficient work of the appropriate type and level to enable all children to achieve their potential.
* Set and monitor home learning on a regular basis appropriate to the needs and abilities of the children.

### THE CHILD WILL

* Be kind, friendly and helpful to all members of the school’s community.
* Follow the school and class expectations and rules.
* Show respect to all members of the school’s community.
* Take good care of all school equipment and the building.
* Work hard.
* Read every day with their family.
* Be polite and show good manners at all times.
* Complete tasks set on time and develop good working habits both in school and at home.
* Always ensure their personal appearance is of a neat and tidy standard.
* Be ready to learn and develop organisational skills, including being on time for school when they are of age to be responsible for this.
* Ensure they always have the appropriate equipment and clothing with them to be able to participate in activities.
* Abide by our rules and recommendations for responsible ICT and safe internet use at school and at home.

**TOGETHER WE WILL**

* Support children’s learning to help them achieve their best.
* Encourage the children to be friendly and helpful to all members of the school’s community.
* Prepare the child to be a good citizen.
* To promote reading on a regular basis.

Individual copies of all policies are available upon request from the school office.

**PUPIL ACCEPTABLE USE POLICY AGREEMENT**

New technologies have become integral to the lives of children and young people in today’s society, both within the school and in their lives outside the school . The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

● that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

● that our ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Parents and pupils should not make 'Friend Requests' to school/Trust staff on Social Media. Staff are not permitted to accept 'Friend Requests' from pupils or engage with them via Social Media. On occasions Social Media could be used legitimately by school/Trust staff for teaching and learning purposes via specially set up accounts to educate parents and pupils on safe and responsible use of Social Media. These circumstances will be exceptional and agreed in advance by the Head of Academy.

No member of Staff should make 'Friend Requests' with pupils or engage in Social Media communications with them.

 **Acceptable Use Policy Agreement**

I understand that I must use the school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

* I understand that the school will monitor my use of the ICT systems, email and other digital communications.
* I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person’s username and password.
* I will be aware of “stranger danger”, when I am communicating online.
* I will not disclose or share personal information about myself or others when online.
* I will not arrange to meet people offline that I have communicated with on-line, without the permission of my parents, and I will only do so in a public place and take an adult who my parents have agreed to, with me.
* I will immediately tell my teacher or parent of any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

* I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
* I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
* I will not use the school ICT systems for online gaming, file sharing, or video broadcasting (e.g. YouTube), unless I have permission from a member of staff to do so.
* I will not use the school ICT systems for online gambling & internet shopping.
* I will act as I expect others to act toward me:
* I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.
* I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
* I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

* I will not use any personal device in a school or Trust building.
* I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any program or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
* I will immediately report any damage or faults involving equipment or software, however this may have happened.
* I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
* I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
* I will only use chat and social networking sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:

* I should ensure that I have permission to use the original work of others in my own work
* Where work is protected by copyright, I will not try to download copies (including music and videos)
* When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of my school:

* I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of my school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
* I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to actions that may include loss of access to the network / internet, contact with parents and in the event of illegal activities, involvement of the police.

**Please sign the Pupil Acceptable Use Policy Agreement form which can be found in the Parent Handbook, showing that you understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to the ICT systems.**

**CHILD CAR SEAT REGULATIONS**

Every parent should be aware of the Child Car Seat Regulations which came into force in September 2006.

By law children between the ages of 3 and 11 (and under a height of 1.35m (4ft 5”) must use a booster seat in a car with essentially only two exemptions:

1. Using the rear seats of a taxi
2. The occasional and unforeseen journey over a short distance, for example when a car has broken down.

Within the context of private use the driver is the responsible person, and failure to comply with the law may incur a fixed penalty notice or fine.

It is the school’s responsibility to advise every parent to ensure that if they are transporting pupils to the school by car or are participating in school activities requiring car transport, e.g. football matches, clubs, visits to other venues, etc., that they ensure their child and any other child they are transporting are using car seats/restraints that comply with the regulations

**Please sign and return the form in the Registration Handbook confirming that you have the correct child restraint fitted as appropriate and understand your responsibilities.**

Failure to return this form will mean that your child is unable to take part in all activities outside of the school requiring transport in cars.

**PLEASE NOTE THAT A RESPONSE IS REQUIRED FROM EVERY FAMILY AND NO FURTHER REMINDERS WILL BE GIVEN.**

Regrettably, due to space constraints, we are unable to store your child’s car seat/ booster cushion throughout the day.

1. Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. [↑](#footnote-ref-2)